

Meeting Minutes

Date: 3-1-2018

Time: 05:15 PM

Attended: All Team Members

Topics:

1. Presentation Style
 2. Presentation Making and Flow
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Executive Summary

Purpose of this meeting was to finalize the presentation, and decide what to discuss in the presentation. In this meeting we have finalized the presentation flow, making of presentation and divided the slides between the members. After that we have done some mock rehearsals about the presentation so that each member will have confidence to present it in a decent way.

Presentation Style

At the start of meeting we have finalized the style of presentation. We have decided about the layout, presentation style, theme of the slides have decided and furthermore all the details like what we are going to write in the presentation has discussed in this meeting.

Presentation Making and Flow

Making of presentation has done in this meeting as well. We have gone through the presentation and then finalized which member will do which part and each person has decided to do around 3-4 slides of each presentation. In this way all members got their part to do in the presentation.